

# Job Posting

Edmonton

## Director, Assessment Operations Job Number: 52005

Gain insider knowledge about this opportunity! Hear directly from Cate Watt, Branch Manager of Assessment and Taxation, as she shares insights into the impactful work being done in her branch. She also shares the qualities she seeks in the ideal candidate for the Director, Assessment Operations position.

Listen to the conversation (<https://bit.ly/4hNXW92>) or read the transcript (<https://bit.ly/3QR137N>)

Are you a strategic leader passionate about shaping a city's future?

The City of Edmonton is seeking a dynamic and innovative Director to lead our Assessment Operations section. This is an exceptional opportunity to play a pivotal role in ensuring the fair and equitable administration of property assessments, the foundation of our city's financial health and our ability to deliver essential services. As the Assessment and Taxation Branch, we are responsible for the assessment of more than 430,000 properties and the collection of more than \$2.7B in property tax revenue, which funds the essential municipal services that Edmontonians rely on, as well as Edmonton's contribution to the Provincial Education Property Tax. Reporting to the Branch Manager, Assessment and Taxation, the Director, Assessment Operations is responsible for the valuation, communication and defense of the annual assessment roll, equating to more than \$200 billion in property value.

### What You'll Do:

As the Director, Assessment Operations, reporting to the Branch Manager, you will lead and direct a team of approximately 90 professionals. Your key responsibilities will include:

- **Strategic Leadership:** Develop and implement strategic plans and initiatives for the Assessment Operations section, aligning with the branch's vision, corporate priorities, and City Council's direction, and contribute to the branch's overall strategic direction as a key member of the Branch Leadership Team.
- **Operational Excellence:** Oversee the annual assessment process, ensuring compliance with provincial standards and legislative timelines. This includes developing best practices, implementing quality assurance measures, and utilizing analytical tools.
- **Policy & Legislation:** Advise the Branch Manager on assessment policy, legislation, and regulations, and provide recommendations for improvements.
- **Stakeholder Engagement:** Build and maintain strong relationships with a diverse range of stakeholders, including City Council, other city departments, taxpayers, special interest groups, and government agencies.
- **Financial Stewardship:** Manage the section's budget, ensuring the prudent and effective use of resources.
- **Team Direction:** Foster a positive and inclusive work environment, providing leadership, coaching, and development opportunities for staff.
- **Innovation & Improvement:** Drive continuous improvement within the section, identifying and implementing innovative solutions to enhance efficiency and effectiveness.

### Qualifications:

#### Who You Are:

You are a collaborative and strategic leader with a proven track record of success in a large, complex organization. You possess:

- Knowledge, training, and/or education in Business, Finance, or a related discipline
- Accredited Municipal Assessor of Alberta (AMAA) designation or similar professional accreditation
- A minimum of 10 years of progressively responsible leadership experience
- Equivalent combinations of education and experience will be considered
- Advanced understanding and knowledge of assessment principles and the legal and statutory requirements required to lead a quality mass appraisal function
- Excellent communication, interpersonal, and negotiation skills
- The ability to think strategically, solve complex problems, and manage change effectively
- A commitment to fostering a culture of accountability, collaboration, and respect
- Excellent people leadership skills including performance development, team building, facilitation, and succession planning
- Demonstrated experience leading or overseeing complex projects and initiatives

### Assets:

- Additional training in public administration, project management, financial management and/or change management
- Experience working with unions

### Skills Required for Success:

- Integrate multi-disciplinary teams to work collaboratively with stakeholders supporting corporate priorities
- Think strategically to address large, complex issues, to manage emergent projects while steering dynamically
- Build a respectful workplace culture through a values-based influencer approach and work collaboratively
- Balance strategic planning with executive level consulting and communication skills
- Understand complex municipal subject matter and build influential relationships with external agencies, orders of government, community organizations, and internal departments and branches
- Present complex ideas to diverse audiences, build positive relationships and establish clear expectations
- Communicate with strong political acumen, strategic planning, issue resolution and decision-making skills
- Service excellence, embracing diversity and promoting inclusiveness
- Ability to cultivate strong relationships across diverse teams and stakeholders, fostering collaboration, trust, and mutual respect
- Operate as a strategically agile leader able to anticipate changes in corporate direction, business opportunities and influence enterprise-wide policy planning and initiatives
- Actively demonstrate the values and behaviours supportive of equity, diversity and inclusion in the workplace
- Ability to collaborate and build trust, obtain input, understanding, and participation from the team
- Ability to create a work culture capable of developing and maintaining a high performing team
- Think strategically to address large, complex issues, to manage projects while steering dynamically
- Strong political acumen, strategic planning, issue resolution and decision-making skills
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](http://edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](http://edmonton.ca/our-culture)

### Conditions of Employment and Work Environment:

- **1 permanent, full-time position**
- Hours of Work: 36.9 hours per week, Monday - Friday. This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite
- Salary Range: (Annually) \$138,064.00 - \$172,581.00
- Hire is dependent on Criminal Information Check satisfactory to the City of Edmonton. There may be a cost associated with this requirement

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact [employment@edmonton.ca](mailto:employment@edmonton.ca). Learn more about our benefits <https://bit.ly/COEbenefits>. Talent sourced through this process may be considered for similar opportunities within the City of Edmonton.

Talent Acquisition Consultant: JM/MZ

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Director

Posting Date: Mar 28, 2025

Closing Date: April 20, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union : Management

Department: Assessment and Taxation

Work Location(s): Chancery Hall, 8th Floor, 3 Sir Winston Churchill Square Edmonton T5J 2C3

Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers) for information on how to apply